

OVERVIEW OF BUDGET

**DEPARTMENT: PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN/
CONSERVATOR/CORONER**
ADMINISTRATOR: BRIAN McCORMICK

	2003-04				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
PA/PG/Conservator/Coroner	5,468,851	1,259,556	4,209,295		76.1
Forensic Pathology Grant	12,006	95		11,911	-
TOTAL	5,480,857	1,259,651	4,209,295	11,911	76.1

BUDGET UNIT: PA/PG/CONSERVATOR/CORONER (AAA PAC)

I. GENERAL PROGRAM STATEMENT

The Public Administrator is required by law to take charge of the property of persons who have died when no executor or estate administrator has been appointed. By court appointment, the Public Guardian acts as conservator of any individuals found to be gravely disabled or to lack capacity to manage their finances and provide for their own care. The Coroner investigates deaths to determine the cause and clarify all circumstances surrounding or pertaining to the manner of death.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	4,362,490	4,755,894	4,885,178	5,468,851
Total Revenue	765,741	614,000	916,450	1,259,556
Local Cost	3,596,749	4,141,894	3,968,728	4,209,295
Budgeted Staffing		78.5		76.1
<u>Workload Indicators</u>				
Public Administrator cases	405	350	387	480
Public Guardian Probate cases	148	240	196	240
Public Guardian Conservator cases	449	625	628	625
Coroner cases	8,863	8,800	9,038	9,400
Autopsies	622	700	608	740

The 2002-03 budget was increased mid-year by \$131,200 from contingencies due to MOU increases for Specialized Peace Officers. Unanticipated temporary help needs, maintenance charges, risk management charges, and maintenance costs and upgrades of software required additional appropriations that were funded by unexpected Targeted Case Management (TCM) revenues. Some salary savings were realized from a vacancy in a chief deputy position and delays in filling vacancies. An additional \$124,000 was received in TCM revenues along with increased collections in coroner fees, estate fees, and other current service, which helped to offset the loss of \$84,000 in state SB90 reimbursement.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Included in base budget was the deletion of 4.0 positions (2.0 Deputy Coroner Investigators, 1.0 Clerk IV, and 1.0 PSE/Contract position) as the result of the 4% Spend Down and 30% Cost Reduction Plans.

A new project administrator position was added to maximize reimbursements, funded by new federal Targeted Case Management and MediCal Administrative Activities revenues. As the result of a policy request, a new staff analyst position was added to monitor the continued contract for body transportation for the next two years until an in-house unit could be established. Additionally, budgeted units for several positions were reduced slightly by 0.4, resulting in a total net decrease from 2002-03 of 2.4 budgeted staffing.

PROGRAM CHANGES

The final budget provided for an overall net increase of \$97,000 in current service revenues: PA/PG estate fees (+\$30,000) Coroner report fees (+\$3,000), new and increased fees (+\$29,000), and other services (+\$35,000). A new source of revenue, federal TCM, was identified mid-year in 2002-03 and is projected to be \$280,000 for 2003-04. Another new revenue, federal MediCal Administrative Activities (MAA) is expected to provide as much as \$423,000, which offsets the loss of \$84,000 in state SB90 reimbursement and funds increased body transportation contract and background investigation costs.

PA/PG/CONSERVATOR/CORONER

GROUP: Law and Justice
DEPARTMENT: Public Administrator/ Public Guardian/Conservator/Coroner
FUND: General AAA PAC

FUNCTION: Public Protection
ACTIVITY: Other Protection

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	4,523,011	4,506,126	4,803,489	267,512	5,071,001
Services and Supplies	770,447	620,615	599,285	461,457	1,060,742
Central Computer	54,279	54,279	38,593	-	38,593
Other Charges	436,687	467,900	467,900	(277,900)	190,000
Equipment	1,231	-	-	-	-
Transfers	33,844	32,490	30,755	15,344	46,099
Total Exp Authority	5,819,499	5,681,410	5,940,022	466,413	6,406,435
Reimbursements	(934,321)	(925,516)	(925,516)	(12,068)	(937,584)
Total Appropriation	4,885,178	4,755,894	5,014,506	454,345	5,468,851
<u>Revenue</u>					
Current Services	594,207	450,000	450,000	96,620	546,620
State, Fed or Gov't Aid	142,810	94,000	188,653	524,283	712,936
Other Revenue	179,433	70,000	70,000	(70,000)	-
Total Revenue	916,450	614,000	708,653	550,903	1,259,556
Local Cost	3,968,728	4,141,894	4,305,853	(96,558)	4,209,295
Budgeted Staffing		78.5	74.5	1.6	76.1

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	(109,200) 4% Spend Down Plan - delete 2.0 budgeted Deputy Coroner Investigator positions. 248,753 MOU. 206,114 Retirement. 35,661 Risk Management Workers Comp. (83,965) 30% Cost Reduction Plan - delete 1.0 budgeted Clerk IV and 1.0 PSE/Contract position. <u>297,363</u>
Services and Supplies	(56,476) 4% Spend Down Plan. 6,493 Risk Management Liabilities. 28,653 Increase in coroner transportation costs, offset by increased revenue. <u>(21,330)</u>
Central Computer	<u>(15,686)</u>
Transfers	<u>(1,735)</u> Incremental change in EHAP.
Revenue	
State, Fed or Gov't Aid	(84,000) SB90 revenue loss. 28,653 Increase in MediCal Administrative Activities (MAA) revenues. 150,000 30% Cost Reduction Plan - budgeted increase in TCM and MAA revenues. <u>94,653</u>
Total Appropriation Change	258,612
Total Revenue Change	94,653
Total Local Cost Change	163,959
Total 2002-03 Appropriation	4,755,894
Total 2002-03 Revenue	614,000
Total 2002-03 Local Cost	4,141,894
Total Base Budget Appropriation	5,014,506
Total Base Budget Revenue	708,653
Total Base Budget Local Cost	4,305,853

PA/PG/CONSERVATOR/CORONER

Board Approved Changes to Base Budget		
Salaries and Benefits	63,775	Risk Management workers comp surcharge.
	79,712	Add 1.0 budgeted position for Project Administer for TCM revenue claims.
	37,025	Increase for overtime costs.
	60,000	Add 1.0 budgeted position for staff analyst to monitor body transportation contract.
	27,000	Increase in number of private autopsies identified with increase in fee.
	<u>267,512</u>	
Services and Supplies	(15,344)	GASB 34 Accounting Change (EHAP).
	338,900	Reclassify professional services from other contract charges.
	12,068	To refurbish morgue tables with funds transferred in from special revenue fund (SAX).
	26,000	Increase general maintenance budget to reflect actual cost trends.
	20,000	Increase temporary help budget to reflect cost trends.
	40,000	Upgrade/maintenance of medical examiner and public guardian/admin. proprietary software.
	3,771	GASB 34 Accounting Change (EHAP).
	36,062	Increased cost for body transportation contract and background investigations.
	<u>461,457</u>	
Other Charges	61,000	Increase in forensic toxicology contract.
	(338,900)	Reclassify other contract charges to professional services.
	<u>(277,900)</u>	
Transfers	15,344	GASB 34 Accounting Change (EHAP).
Reimbursements	(12,068)	Transfers in from special revenue fund (SAX) to refurbish morgue tables.
Total Appropriation	<u>454,345</u>	
Revenue		
Current Services	3,000	Increase in coroner report fees.
	30,000	Increase in estate fees.
	35,000	Increase in other services revenue.
	27,000	Increase in number of private autopsies associated with increase in fee.
	1,620	New fees approved for miscellaneous services currently being provided.
	<u>96,620</u>	
State, Fed or Gov't Aid	70,000	Reclassify other revenue for targeted case management to federal aid.
	263,283	Additional targeted case management revenues.
	191,000	Increase in TCM/MAA funding for body transportation contract.
	<u>524,283</u>	
Other Revenue	(70,000)	Reclassify other revenue to state and federal aid.
Total Revenue	<u>550,903</u>	
Local Cost	<u>(96,558)</u>	